



Job Description

The Northern Territory Council of Service Inc (NTCOSS) is a peak body for the Northern Territory social and community service sector and an advocate for those who are most disadvantaged.

Position Title:	Project Officer Youth Voice NT
Position Purpose:	Provide representation on behalf of the Northern Territory (NT) social and community youth sector (the Sector) and young people to Government on issues affecting young people across the NT.
Position Reports to:	Policy Manager
Position Location:	Darwin or Alice Springs
Industrial Instrument:	The Fair Work Act 2009, Social, Community, Home Care and Disability Services industry (SCHCADS) Award 2010 and the Northern Territory Council of Social Service Incorporated Enterprise Agreement 2017.
Terms of Employment:	Full Time (37.5 hours per week) up to and including 31 December 2021
Award Classification:	Social, Community, Home Care and Disability Services Industry (SCHCADS) Award 2010 Social and Community Services Employees level 5
Salary:	Above Award between \$87,000 - \$92,000 pro rata per annum
Other Basic Entitlements:	9.5% Superannuation paid to a fund of employee choice. 6 weeks annual leave at normal pay plus 17.5% leave loading. Grace leave for the working days occurring between Christmas and New Year public holidays, at normal pay. Employee assist scheme.

Background to the position

NTCOSS works in policy areas which impact on those in the NT who are most disadvantaged.

NTCOSS has been funded by the Australian Government Department of Health through the Youth Taskforce, to deliver the Youth Advocacy program across the Northern Territory (Youth Voice NT). This funding will allow greater, targeted representation of, and participation by, the diverse NT youth population in national consultations and forums.

This role will be tasked with capacity building and promotion of best practice in the NT youth sector; developing and identifying resources; coordinating training; facilitating forums and facilitating the engagement of services and youth workers in NTCOSS' policy and advocacy work.

Statement of Duties

1. Support and build the capacity of young people, including those in regional and remote centres in the NT, and the Youth Sector to participate and engage with the Australian Government in the development of national strategies, policies and activities;
2. Work with member organisations across the NT to identify and support young people in this process;
3. Assist in facilitating training, and identifying relevant forums and conferences for the youth sector;
4. Work with the Policy Manager in promoting and advocating on issues affecting young people and youth services;
5. Facilitate consultation and information sharing with young people, the Youth Sector, the community and Australian Government on issues impacting young people;
6. Attend youth networks and forums across the NT, to act as a conduit for information and opportunities across the NT, as well as from the Sector to the Government;
7. Assist in establishing a steering committee, including young people, to guide this project;
8. Facilitate national connections between young people and practitioners in the NT and policy makers and promote the rights and interests of young people in the NT;
9. Other related duties as required by the Policy Manager

Position Attributes

1. Understanding of the social policies impacting on young people in the NT and Australia
2. A genuine commitment to social justice principles including Aboriginal self-determination, professional ethical standards and diverse workplaces
3. Demonstrated knowledge of key issues relating to young people, including the importance of lived experience and a commitment to the inclusion and participation of young people, in all aspects of community
4. Ability to collaborate effectively in partnerships with key stakeholders, including young people, Government, Social and Community Sector organisations, and Aboriginal Controlled organisations
5. Strong written and verbal communication skills, with the ability to communicate effectively with a wide range of audiences
6. Demonstrated organisational and administrative skills, including excellent time management, planning skills and the ability to work autonomously and as part of a team
7. A preparedness to undertake some interstate and regional travel within the NT

8. Tertiary qualifications in a relevant field (such as youth work, social work or social science), or equivalent experience
9. A current NT Working with Children Card and NT driver license

Application Information:

Applicants are required to submit a cover letter of no more than two A4 pages stating why they are suited to this position and the organisation, plus a resume with two work related referees.

Applications are to be forwarded to recruitment@ntcoss.org.au or to Recruitment NTCOSS, PO Box 1128, NIGHTCLIFF NT 0814 and received no later than close of business Friday 29 January 2021.

Applicants are welcome to contact Sarah Holder, NTCOSS Policy Manager, sarah@ntcoss.org.au for further information regarding the position.